



Department of  
**Human Resources**

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-004 (Rev. 1/16)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 12-004
<b>Application:</b> Executive Branch Agencies, Human Resource Officers, Supervisors and Managers	<b>Effective Date:</b> August 1, 2013
<b>Authority:</b> T.C.A. § 8-30-203	<b>Rule:</b> Chapter 1120-02

Subject:

## Job Analysis Study

### Definition

A job analysis study is the process used to identify work duties, minimum qualifications, and specific knowledge, skills, abilities, and competencies (KSACs) necessary for a job classification.

An appointing authority shall first designate one or more employees to be trained by the Department of Human Resources in performing job analysis studies. These trained employees shall then assist the agency subject matter experts in developing or updating job classification specifications within the agency. The Department's Classification/Compensation Division will provide guidance and recommend approval or changes, as needed.

### Recommended Qualifications for Agency Job Analyst

Appointing authorities shall select employees to conduct job analysis studies using the following criteria:

- The employee must be assigned to the human resources division within the agency. The Department may grant exceptions when an employee demonstrates the appropriate KSACs necessary to conduct a job analysis.
- The employee must be competent in facilitating a group of subject matter experts.
- It is *preferred* that the employee possess a Bachelor's degree and have a minimum of two (2) years of professional human resources experience. The agency may substitute the preferred education with four (4) years of professional human resources experience.

### Training of Agency Job Analysts

Each employee selected to conduct job analysis studies shall attend a training session conducted by the Department, designed to instruct the employee how to perform the following functions on behalf of his or her agency:

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- Identify job related tasks;
- Compute the values of tasks;
- Determine basic essential job functions of the position;
- Write a job description;
- Identify relevant knowledge, skills, abilities, and competencies;
- Determine the education and related experience requirements; and
- Establish minimum qualifications for the position.

#### Requests for Job Specification/Classification Establishment or Modification

To establish a new job specification/classification or to modify an existing one, an appointing authority shall submit a written request to the Commissioner describing the scope and objective of the proposed job analysis study. Once approved by the Commissioner, the employee qualified to conduct the agency's job analysis studies shall conduct the study and submit the results to the Classification/Compensation Division for processing.

#### Documentation for Completed Studies

Appointing authorities shall submit to the Classification/Compensation Division a completed job analysis study that contains the following:

- Organizational charts showing all job classifications included in the study;
- Biographical information sheets for each subject matter expert;
- All task statements entry forms;
- All task difficulty and criticality computation forms;
- All KSAC development/identification forms;
- All education and experience forms; and
- A draft job specification that includes the minimum qualifications and KSACs.

Agencies shall maintain a copy of the completed job analysis study for a minimum of seven (7) years.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).